

CONFIDENTIAL

PERSONNEL REQUIREMENTS
ASSESSMENT AND EVALUATION STAFF, OTR

1. Increasing use of the various psychological services of OTR has made it extremely difficult to keep up with the variety of demands made. The growth of psychological services is illustrated by the following:

a. In Fiscal 1952, the training evaluation and general testing activity were minimal and the efforts of the staff devoted largely to assessment. In Fiscal 1953, 407 people were assessed, 101 given Foreign Language Aptitude tests, and 526 tested in what is now known as the Professional Employee Testing Program. During this year, tests were on a highly experimental basis and contributed little either to training evaluation or to consultation concerning individuals.

b. In Fiscal 1954, 1250 persons were tested with 11,300 tests in the Professional Employee Testing Program; 285 were given the Foreign Language Aptitude Testing Program.

c. In January, February, and 3 weeks of March 1955, 147 individuals were given the Foreign Language Aptitude Test. At this rate, it can be seen that almost twice the number will be tested during Fiscal 1955 as compared with Fiscal 1954 in this program. In addition, 736 individuals were given 12,411 tests during this same period in the Professional Employee Testing Program. At this rate, the load represented by this program will be more than tripled in one year. These figures do not include [REDACTED] programs, which are in addition to the above load. Adding his programs for this same period makes the total 1455 individuals having been given 13,141 tests. In addition, the number of JOT applicants tested will be double that of Fiscal 1954.

d. The Professional Employee Testing Program is not only used in conjunction with training evaluation, but also serves as the basis for much consultation concerning individuals with training officers, personnel officers, and supervisors in all components of the Agency. This consultation represents one of the most valuable contributions the A & E Staff can make. That the Agency recognizes this is evident from the rate at which this function is expanding.

25X1A9a

~~CONFIDENTIAL~~

SECRET

Approved For Release 2001/08/10 : CIA-RDP78-06365A000600020018-6

Figures on such consultations have not been kept until recently. During the last three weeks, consultations on individuals totaled 65. During the same period, 15 persons were fully assessed. It should be noted that the decrease in assessment load is more apparent than real since more covert cases are being assessed, and such assessments are more time consuming.

2. The T/O for the A & E Staff was originally planned on the basis of testing 20 to 25 individuals per week. It was assumed that within a year or so of starting the testing programs the load would have been reduced to this number. It has become apparent that this large testing load must be faced as a permanent one. The addition of IBM equipment will help some, but will not at all solve the problem. Furthermore, clerical people are needed to help operate these machines. While much progress has been made in mechanizing our procedures for handling the increased load, it has been impossible to keep up with demands.

3. It is requested that five positions be added at the clerical level, four as GS-5 statistical clerks and one as a GS-5 clerk-stenographer. This action will make it possible for the A & E Staff to meet the demands placed upon it. Otherwise, the functions of the Staff will have to be reduced.

Approved For Release 2001/08/10 : CIA-RDP78-06365A000600020018-6

SECRET